Session 5: Module 10 - Create SOAP Notes (CGS)

SCRIPT

Description	Text
Introduction	Welcome to Session 5 Module 10
Start	<no script>
<SOAP>	We are going to skip Food Prescription for now. It will be discussed in Session 6.
	In this module, we are going to discuss the Create SOAP Note section of the CGS.
	Documentation in a SOAP note can be completed during the CGS but is NOT REQUIRED to complete the certification.
	If you remember from before, the only type of note you can create from within the CGS is a SOAP note.
	To write any other type of note, you must exit the CGS and access Manage Notes in the Participant Activities menu in the Participant Folder.
	Also, previous SOAP notes cannot be viewed in the CGS; the link only opens the SOAP template.
<soap1>	The SOAP template can be opened at any time.
	M-SPIRIT auto-populates any information available from the CGS activities you have already completed into the SOAP Note.
	Notice that only Demographics, Health Information and Height, Weight, and Blood have been completed so far.
	Also, 4 Risk Factors have already been assigned.
	Click on Create SOAP Note to open the template.
<soap2>	The functionality of the SOAP note template in the CGS is exactly the same as the Participant Folder.
	Just like in the Participant Folder, if you want to save the note in the CGS, you must complete it before you close the template. There is no draft functionality.
	The template has auto-populated the height/weight information and the assigned risk factors because that was what was completed in the CGS so far.
	Let's see what happens to the template when we complete more of the CGS. Click the Cancel button.
<soap3>	We are going to complete a few more sections...
<SOAP3>	We are going to complete a few more sections...

Description	Text
	We've now also completed the VENA section, Referrals and Nutrition Education.
	Click **Create SOAP Notes** to open the note template again...
<soap4>	...and the Nutrition Education contact and the Referrals have been added to the previous information in the SOAP Note template.
Autopop	All of the information that auto-populates is under the "O" or Objective section. These include: Height and Weight, Height and Weight for Age percentiles (if applicable, otherwise N/A displays), Blood work values, Risk factors assigned during the CGS, nutrition education contacts and referrals.
<SOAP5>	You can modify the SOAP template by over-writing the auto-populated text, cutting and pasting text into the note or into another document, and by deleting undesired text.
<modify1>	To modify the template in a SOAP note, we are going to simply highlight the text by clicking and dragging our cursor over the text we want to change or remove.
<modify2>	<no script>
<modify3>	There are at least four different ways to remove the text.
	1. Click on the highlighted text and immediately start typing.
	2. Press the Delete key on your keyboard.
	3. Ctrl + C to cut text.
	4. Right click on the highlighted text to open the menu and click on Cut.
	Let's just press our Delete key.
<modify4>	Easy peasy, right?
Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Questions forum on the Montana WIC website.